



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5214.2E
ARDB
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MARINE CORPS ORDER 5214.2E

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) Title 41, Code of Federal Regulations, Parts 102-193,
"Federal Management Regulations"
(b) The Paperwork Reduction Act of 1995, USC Title 44,
Chapter 35
(c) SECNAVINST 5210.16

Report Required: Periodic Review of Approved Reports (Reports
Control Symbol DN-5214-01), par. 5a(2)

1. Situation. To update policy, responsibilities, and set forth guidance for the management and control of Information Requirements (Reports) in the Marine Corps per the references.

2. Cancellation. MCO 5214.2D.

3. Mission. This Order provides policy for the Marine Corps Information Requirements (Reports) Management Program. Procedural guidance will be issued by separate action as a NAVMC.

4. Execution

a. Commander's Intent. The Marine Corps Information Requirements (Reports) Management Program is implemented to provide policy for report sponsors on developing the necessary documentation to obtain approval for establishment, revision or cancellation of information requirements. This program shall:

(1) Identify the information needs of managers at every organizational level.

(2) Collect, transmit, process, and store information through the most economical and efficient use of personnel, funds, and equipment.

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distribution is unlimited.

(3) Challenge reporting requirements if considered unnecessary or duplicative of existing reports and eliminate reports that are not cost-effective through control, standardization, and consolidation.

(4) Ensure that reports are not imposed unless the expected value of the information is worth the imposition of the burden.

(5) Coordinate reports management with related information resources management programs (forms, records, privacy, and information systems).

(6) Encourage the practice of requesting only information that is not available from other sources.

(7) Subject reports and reporting systems to a continuous, objective review for quality and economy of reporting.

(8) Minimize the reporting burden on the operating forces and field activities by eliminating or reducing the frequency of reporting requirements, simplifying report submission, or canceling information reporting requirements that are no longer needed.

(9) Enable major Marine Corps field activities and Headquarters Marine Corps (HQMC) staff agencies to institute a reports management program that establishes a continuing and critical review of reporting requirements.

(10) Ensure that managers at all levels limit levying reporting requirements to information essential to mission accomplishment.

(11) Indicate the licensing of a reporting requirement by either assigning a Report Control Symbol (RCS) or citing the authority that exempts the report from symbolization.

(12) Initially authorize reporting requirements for no longer than 3 years from the date of the implementing directive.

(13) Make certain that Marine Corps field activities and HQMC staff agencies are not required to respond to unlicensed or expired reports.

b. Concept of Operations. This program is to ensure management control and decision-making needs are met and that the information requirements imposed are fulfilled in an effective, efficient, and economical manner.

(1) HQMC staff agencies and supporting establishment report sponsors shall:

(a) Levy reporting requirements on field activities in support of the policy and objectives outlined in this Order.

(b) Support each recurring reporting requirement by a Marine Corps directive.

(c) Refer to the Commandant of the Marine Corps (CMC)(ARDB) any reporting requirement levied upon HQMC by higher authority or by an activity external to the Marine Corps (whether or not such reporting requirements require implementation within the Marine Corps Directives System). The purpose of a reports management review is to include its requirement in the Marine Corps reports management inventory, assignment of an RCS or determination of its exempt status.

(d) Ensure the Commanders of Marine Corps Forces have an opportunity to comment on proposed recurring reporting requirements levied on the operating forces.

(2) Commanding Generals/Commanding Officers (to the level of MARFORCOMs, MEFs, MARDIVs, MCIs, MAWs, and MLGs) are responsible for the establishment and execution of an Information Requirements (Reports) Management Program within their respective commands, and as such will:

(a) Establish an Information Requirements (Reports) Management Program in support of the objectives outlined in this Order.

(b) Designate a reports manager to administer the Information Requirements (Reports) Management Program.

(c) Promptly challenge any reporting requirement not identified by an RCS (unless specifically exempt from reports control under the provisions of this Order) levied by any HQMC staff agency or supporting establishment. Notify the office requiring such report, with a copy to the CMC (ARDB).

(d) Submit recommendations for improvement in the Marine Corps Information Requirements (Reports) Management Program to the CMC (ARDB).

5. Administration and Logistics

a. Commandant of the Marine Corps. CMC (ARDB) is the focal point for all matters relating to the management and control of the Marine Corps Information Requirements (Reports) Management Program and as such shall:

(1) Develop and publish changes to policy to ensure the effective management and control of reporting requirements.

(2) Direct, coordinate, and conduct selective reviews of Marine Corps-wide reports and reports management programs and validation of reporting requirements levied on the field activities at least every 3 years. RCS DN-5214-01 is assigned to this reporting requirement.

(3) Provide guidance and technical assistance to report managers and report sponsors on all matters concerning the reports program.

(4) Prepare the Information Collection Budget for public reports, and forward requests for new or extended requirements to the appropriate office.

(5) Analyze and approve new and revised reports levied on field activities by HQMC staff agencies and supporting establishment. Ensure approved reports are explained in the Marine Corps Directives System.

(6) Assign an RCS for those reports levied on field activities by HQMC staff agencies and supporting establishment.

(7) Update the Reports Management website listing valid and canceled reports at <http://www.hqmc.usmc.mil/AR/RECMGMT.NSF>.

(8) Maintain a current reports inventory and documentation file.

b. Records Disposition. When a report is discontinued, report program managers and sponsors will place it in an inactive file, and destroy it 2 years after the report is superseded, cancelled or discontinued.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



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Assistant Commandant
of the Marine Corps

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